

CONTRACTING

The certification standards published in this Catalog are effective 1 October 2004. Changes and updates to these standards are posted on the DAU Web site as they occur. Check the online Catalog at <http://www.dau.mil/catalog> for current information on certification standards and courses.

The Contracting career field includes the positions of contract negotiator, contract specialist, contract termination specialist, contract administrator, procurement analyst, administrative contracting officer, procuring contracting officer, contract price and/or cost analyst, contracting officer, and termination contracting officer.

Individuals in this career field develop, manage, supervise, or perform procedures involving the procurement of supplies and services; construction, research, and development; acquisition planning; cost and price analysis; solicitation and selection of sources; preparation, negotiation, and award of contracts; all phases of contract administration; and termination or closeout of contracts. Employees are required to have knowledge of the legislation, policies, regulations, and methods used in contracting, as well as knowledge of business and industry practices, sources of supply, cost factors, cost and price analysis techniques, and general requirements characteristics.

As business advisors, contracting specialists create effective, efficient, and proper business arrangements, have a strategic focus on acquisition, and leverage DoD spending to use taxpayers' money prudently based upon customers' needs.

Level I

EDUCATION¹

- Baccalaureate degree
- At least 24 semester hours among accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management

EXPERIENCE

- 1 year of contracting experience

TRAINING

- CON 100 Shaping Smart Business Arrangements [JHE]²
- CON 110 Mission Support Planning [BEO]
- CON 111 Mission Strategy Execution [BE8]
- CON 112 Mission Performance Assessment [BE9]
- CON 120 Mission Focused Contracting [JHN]
- 1 Elective³

Note: For students enrolled in CON 101 by 1 September 2004, CON 104A and CON 104B must be completed during FY05 for Level I certification (due to deployment of new curriculum).

(“CONTRACTING” is continued on the next page.)

¹See 10 U.S.C. 1724 (provides for limited exceptions and waivers).

²CON 100 is desired but not mandatory for employees who completed CON 101 and/or CON 104 before 1 October 2002 (date CON 100 was deployed).

³As agreed to by the supervisor, electives may be any training opportunities related to the employee's job or necessary for career development or for cross training. Electives may include no-cost distance learning or other training opportunities, assignment-specific courses funded by DAU/DACM, or other training opportunities funded by the student's organization.

CONTRACTING (Continued)

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Level II

EDUCATION¹

- Baccalaureate degree
- At least 24 semester hours among accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management
- (Desired) Graduate studies in business administration or procurement

EXPERIENCE

- 2 years of contracting experience
- (Desired) An additional 2 years of contracting experience

TRAINING

- CON 202 Intermediate Contracting [PGE]
- CON 204 Intermediate Contract Pricing [BU6]
- CON 210 Government Contract Law [BDP]
- 2 Electives³

Level III

EDUCATION¹

- Baccalaureate degree
- At least 24 semester hours among accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management
- (Desired) master's degree in business administration or procurement

EXPERIENCE

- 4 years of contracting experience
- (Desired) An additional 4 years of contracting experience

TRAINING

- CON 353 Advanced Business Solutions for Mission Support [JHI]
- 2 Electives³
- (Desired) 2 weeks of management and leadership training
(Not currently provided by DAU. See your local training-support office.)

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³As agreed to by the supervisor, electives may be any training opportunities related to the employee's job or necessary for career development or for cross training. Electives may include no-cost distance learning or other training opportunities, assignment-specific courses funded by DAU/DACM, or other training opportunities funded by the student's organization.